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# National Park Service U.S. Department of the Interior



## National NAGPRA Program

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### Native American Graves Protection and Repatriation Act FY2011 Grant Guidelines

The Native American Graves Protection and Repatriation Act (NAGPRA) is a Federal law passed in 1990. NAGPRA provides a process for museums and Federal agencies to return certain Native American cultural items -- human remains, funerary objects, sacred objects, and objects of cultural patrimony -- to lineal descendants, Indian tribes, and Native Hawaiian organizations. The National NAGPRA program assists the Secretary of the Interior with some of the Secretary's responsibilities under NAGPRA. Among its chief activities, National NAGPRA develops [regulations](#) and guidance for implementing NAGPRA; provides administrative and staff support for the Native American Graves Protection and Repatriation [Review Committee](#); assists Indian tribes, Native Alaskan villages and corporations, Native Hawaiian organizations, museums, and Federal agencies with the NAGPRA process; maintains the [Native American Consultation Database](#) (NACD) and other [online databases](#); provides [training](#); manages a [grants](#) program; investigates [allegations of failure to comply](#); and publishes notices reflecting the decisions of museums and Federal agencies as to the return of Native American human remains and/or cultural items to lineal descendants, Indian tribes, and Native Hawaiian organizations.

**Consultation.** Museums and Federal agencies must consult with known Indian tribes and Native Hawaiian organizations that are, or are likely to be culturally affiliated or have demonstrated a cultural relationship with the human remains, funerary objects, sacred objects, or objects of cultural patrimony. Consultation should lead to determining control, treatment and disposition of NAGPRA-related human remains and objects. The consultation process is outlined in 43 CFR 10.5, 10.8 (a), and 10.9 (b).

**Documentation.** Under NAGPRA, the term documentation refers to the existing museum or Federal agency records including inventories or catalogues, relevant studies, or other pertinent data for the limited purpose of determining the geographical origin, cultural affiliation, and basic facts surrounding the acquisition and accession of Native American human remains and cultural items.

**Repatriation.** The term repatriation means the transfer of control, of Native American human remains and/or cultural items pursuant to the requirements of NAGPRA to lineal descendants, Indian tribes and Native Hawaiian organizations.

#### NAGPRA Grants

Section 10 of the Act authorizes the Secretary of the Interior to make grants to museums, Indian tribes, and Native Hawaiian organizations for the purposes of assisting in consultation, documentation, and repatriation of Native American "cultural items," including human remains, funerary objects, sacred objects, and objects of cultural patrimony.

The National Park Service's (NPS) National NAGPRA Program invites proposals for FY2011 Native American Graves Protection and Repatriation Act (NAGPRA) grants. Two types of NAGPRA grants are available: Consultation/Documentation Grants (up to \$90,000) and Repatriation Grants (up to \$15,000).

NAGPRA grants are available pending Congressional appropriation of funds.

## I. ELIGIBILITY REQUIREMENTS

The following entities are eligible to apply for a NAGPRA Grant:

### 1. **An Indian tribe or Native Hawaiian organization**

An *Indian tribe* is defined under NAGPRA as any tribe, band, nation, or other organized group or community of Indians that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. The Department of the Interior has interpreted this definition as applying to approximately 770 Indian tribes, Alaska Native villages, and Alaska Native corporations that are recognized by the Bureau of Indian Affairs (the BIA list). A list is posted on the National NAGPRA website at [www.nps.gov/nagpra](http://www.nps.gov/nagpra).

*Native Hawaiian organization* includes any organization that: (a) serves and represents the interests of Native Hawaiians, (b) has as a primary and stated purpose the provision of services to Native Hawaiians, and (c) has expertise in Native Hawaiian Affairs. NAGPRA states that such Native Hawaiian organizations shall include the Office of Hawaiian Affairs and Hui Malama I Na Kupuna O Hawai'i Nei.

### 2. **A museum that has control of Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony and has received Federal funds.**

*Museums* may include state or local government agencies, private institutions, and institutions of higher learning that have received Federal funds.

As applicable to their institution, eligible museums must have completed the following:

- Provided a summary by November 16, 1993, of the Native American collections in their possession or control and thereafter according to 43 CFR 10.13 (Future Applicability Rule) to the National NAGPRA Program and to the Indian tribes and Native Hawaiian organizations that may have an interest in the collection.
- Submitted an inventory by November 16, 1995 (or other deadline as stipulated by the Department of the Interior), of Native American human remains and associated funerary objects in their possession or control in 1990 and thereafter updated according to 43 CFR 10.13 (Future Applicability Rule), to the National NAGPRA Program and to the culturally affiliated Indian tribes and Native Hawaiian organizations.

Applicants who previously received a NAGPRA grant, but whose grant expired without successfully completing major elements of the proposed work, or without meeting the conditions of the grant award may be penalized in the review process by having their score docked. If you have questions about the eligibility of your organization, please contact the National NAGPRA Program at (202) 354-2203, or via e-mail at [NAGPRA\\_Grants@nps.gov](mailto:NAGPRA_Grants@nps.gov).

## What NAGPRA GRANTS Do Not Fund

NAGPRA grants do not fund:

- Activities related to excavations or inadvertent discoveries on Federal or tribal lands after November 16, 1990. However, NAGPRA Grants will fund consultation, documentation and repatriation activities related to excavations on local or state land resulting in additional collections
- Consultation, documentation or repatriation of cultural items that are in the *control* of a foreign institution. Grants may be awarded for consultation/documentation or repatriation of cultural items in the *possession* of a foreign institution that are in the *control* of a museum or Federal agency subject to NAGPRA

- Consultation, documentation or repatriation activities associated with the Smithsonian Institution (contact the Smithsonian Institution regarding funding opportunities related to their collections)
- Consultation and documentation activities associated with Federal agencies. NAGPRA grants will fund repatriation grants to tribes for Federal collections where the Federal agency is unable to cover the costs (contact the appropriate Federal agency regarding opportunities to consult regarding their collections)
- Ongoing cultural properties management activities
- Cultural resources protection activities
- Costs of litigation
- Ongoing care and curation of cultural items
- Purchase of land and/or buildings or construction and/or renovation of facilities
- Costs associated with the transport of cultural items for which control is not transferred
- Additional restrictions apply to Federal and National Park Service grants. Please read OMB Circular A-21 (Cost Principles for Educational Institutions), OMB Circular A-87 (Cost Principles Applicable to Grants and Contracts with State and Local Governments), and OMB Circular A-122 (Cost Principles for Nonprofit Organizations). OMB circulars are available online at <http://www.whitehouse.gov/omb/circulars/index.html>, or can be requested from the National NAGPRA office.

## II. REPORTING REQUIREMENTS FOR GRANTEES

Grantees are required to submit an interim progress report as well as a SF-425 every six months for the duration of their grant. A final narrative report is due 90 days after the completion of the grant. Grantees will be required to submit copies of deliverables as detailed in their grant agreement.

## III. FUNDING CATEGORIES

NAGPRA grants are awarded in two categories: Consultation/Documentation (competitive) and Repatriation (rolling basis).

### CONSULTATION/DOCUMENTATION GRANTS

**Amount and Matching Funds:** Grant awards are for \$5,000 - \$90,000. No matching funds are required.

#### Key Dates

January 5, 2011	Deadline for draft proposal* submission
Tuesday, March 2, 2011	<b>Deadline to submit grant application.</b> Applications must be postmarked on or before March 2, 2011. Applications postmarked after March 2, 2011 will not be considered.
July 15, 2011	Target date for grant award announcements

\* Pre-review of your proposal does NOT guarantee funding for your project, and is intended as guidance only.

## Period of Support

Consultation/Documentation grants are awarded once a year on a competitive basis. Projects may begin after signing and submitting a grant agreement and all corresponding documentation to the National Park Service. Grants are expected to be completed within 24 months of the start date. Extensions, changes to the scope of work, and budget modifications are available pending approval from the National Park Service. No pre-award costs are allowable.

## Submitting a Draft Proposal

The National NAGPRA Program will review drafts of proposals and provide comments. Final proposals are reviewed by an expert panel of museum and Native American professionals from Federal agencies. To submit a draft proposal, submit one copy of the narrative portion of your project to Sangita Chari, Grants Coordinator at [nagpra\\_grants@nps.gov](mailto:nagpra_grants@nps.gov) or via fax at 202-371-5197. A response will be emailed to you within two weeks of receipt.

## Grant Category Description

Consultation/Documentation Grants are intended to support

- (1) museums efforts to inventory and identify Native American human remains and cultural items in their collections through consultation with Indian tribes, Alaska Native villages and corporations on the BIA list, and Native Hawaiian organizations regarding repatriation;
- and/or
- (2) Native American tribes, Alaska Native villages and corporations on the BIA list and Native Hawaiian organizations' efforts to increase their capacity and ability to consult with museums regarding human remains and cultural items of significance to their tribe or organization and determine items for which they desire to make a claim and consult on repatriation and disposition.

**Grants are used to support specific, discrete projects that can be accomplished within the 24-month grant period. NAGPRA grants will support both new projects as well as phases of larger, ongoing projects.** Projects may include but are not limited to:

**Research and/or data collection.** This includes academic research, database development, interviews with tribal Elders, and other forms of data collection to support consultations leading to cultural affiliation and repatriation/disposition claims. For museums this would include determining cultural affiliation of newly acquired collections, updating previously researched collections or collections previously identified as culturally unidentifiable, developing databases or other records management systems to improve consultations, or partnering with other museums and/or tribes to improve identification and consultation. For tribes this would include developing a database system to maintain information gained from summaries and inventories, producing research to support NAGPRA claims, or working with tribes and/or museums to determine affiliation of the human remains and cultural items.

**Training.** This includes the development and production of conferences or workshops; attending established conferences and workshops, including the NAGPRA Review Committee meetings to gain knowledge on a variety of NAGPRA-related issues including consultations, repatriation, and caring for contaminated collections.

**Note:** The NAGPRA Review Committee meets twice a year. The National NAGPRA Program offers a free, one-day training called NAGPRA Basics one day prior to the meeting. Dates and locations for upcoming trainings can be found on the NAGPRA website at [www.nps.gov/nagpra](http://www.nps.gov/nagpra).

**Travel.** Museums, Indian tribes and Native Hawaiian organizations can use NAGPRA grants to cover travel costs for representatives to visit museums to view collections and consult regarding the identification, cultural affiliation, proper care, and repatriation of human remains and cultural items.

**Meetings.** NAGPRA encourages the development of innovative techniques to bring museums and tribes together to consult. Meetings can be conducted onsite or remotely via teleconferences, webinars,

conference calls, etc. Meetings can range in size and scope. Museums could use NAGPRA funds to support the preparation and hosting of tribes for consultations or meetings with other museums. Tribes may consider using the grant to support various meetings including internal NAGPRA committee meetings, regularly scheduled meetings with a NAGPRA coalition; or meetings with museums.

**Collections Care.** Many NAGPRA items in museums were treated with potentially hazardous materials in an effort to preserve them, and now pose health and environmental concerns. Funds can be used to test collections for the presence of pesticides or other contaminants, research and document a collections treatment history, and cover the costs of decontaminating items. Funds can also be used to train museum and tribal staff on the care and maintenance of contaminated collections subject to handling in consultation and repatriation.

### **Application Review**

Proposals are reviewed by a panel of Federal employees with an expertise in Native American issues, museums, and/or NAGPRA. The National Park Service forwards recommendations for funding to the Secretary of the Interior, whose decision is final.

Grant applications will be reviewed by the panel in a two-step process. First the panel will review all grant applications received and will rank all grants on the basis of project merit. Next the panel will examine the budget items and approve the grant in an amount to meet the project goals, not to exceed \$90,000 per project. The panel seeks to support each applicant's efforts to meet the project goals, while seeking to fund the maximum number of meritorious grant requests. A grant may be funded to less than the full amount of the request.

### **Selection Criteria**

Grant proposals will be evaluated according to the following criteria.

**Criterion A – (Implementation)** Are project objectives and activities clearly described in detail? Is there an explicit link between the objectives, activities and deliverables? Will the activities accomplish the project objectives logically and within the timeframe provided? Are project methods and techniques described clearly?

**Criterion B – (Partnerships/Relationships)** Does the applicant list all project partners and describe their participation in sufficient detail? Has the applicant included all required letters of commitment? If the project includes work with a coalition, does the applicant describe the goals of the coalition? Has the applicant included letters of commitment from members of the coalition?

**Criterion C – (Impact/Evaluation)** Are project objectives consistent with the goals of the Native American Graves Protection and Repatriation Act? Does the applicant have a clear strategic plan for NAGPRA implementation and does the project help to achieve the plan's goals? Is there a clear plan to assess and evaluate the project?

**Criterion D – (Administration)** Is the budget reasonable to accomplish project tasks and activities? Are budget items necessary to accomplish project activities? Is the budget justification sufficient to explain project costs in detail? Are the roles and responsibilities of all project personnel clearly described and defined? Has the applicant devoted sufficient personnel and resources to ensure that all administrative and financial requirements related to the grant will be met in a timely manner? Are unfilled positions and consultancies clearly described and search criteria defined for all unfilled positions and consultancies? For applicants that have received prior NAGPRA grants, did they successfully close out old grants? Are they in compliance with current grants?

### **Submission Guidelines**

You may submit more than one project proposal. However, *a separate and complete proposal package must be submitted for each project.* If you submit multiple proposals, include a cover letter that ranks them in order of priority.

## REPATRIATION GRANTS

**Amount and Matching Funds:** Grant awards are for up to \$15,000. No matching funds are required.

### Key Dates

Repatriation awards are awarded on a rolling basis. These awards are non-competitive and will be considered on an as-received basis to the extent that funds are available. Repatriation grant applications should be submitted at least 8 weeks prior to the scheduled repatriation to allow time for processing.

**October 1, 2010 – June 30, 2011**

Applications are accepted for FY2011. Any application received after June 30 will not be processed until October 2011 (FY2012).

### Period of Support

Projects may begin after signing and submitting a grant agreement and all corresponding documentation to the National Park Service. Grants are expected to be completed within 12 months of the start date. Extensions, changes to the scope of work and budget modifications are available pending approval from the National Park Service. Pre-award costs are not allowable unless specified in writing in the grant agreement or in authorized correspondence from the National Park Service but not for items prior to the publication of the notice and submission of a grant application. Funding will not occur until the museum or Federal agency issues a transfer of control document to the tribe or Native Hawaiian organization and sends a copy to the National NAGPRA Program.

### Grant Category Description

Repatriation grants cover costs associated with the transfer of possession of Native American cultural items from museums and Federal agencies to Indian tribes and Native Hawaiian organizations as part of the repatriation/disposition process.

Appropriate costs may include

- Travel by representatives from Indian tribes, Native Hawaiian organizations and museums to prepare and/or accompany cultural items to the Indian tribe or Native Hawaiian organization
- Transportation of cultural items to the Indian tribe, or Native Hawaiian organization
- Documentation of the condition and treatment history of cultural items to be repatriated in order to mitigate potential health risks; decontamination of cultural items
- Construction of appropriate containers for the transport and disposition of repatriated cultural items

### Application Review

Repatriation grants will be awarded only after:

Publication of the required Notice of Inventory Completion or Notice of Intent to Repatriate in the *Federal Register*; and

Documentation of transfer of control of the cultural items from the museum or Federal agency to the lineal descendant, Indian tribe, Native Alaskan village or corporation on the BIA list, or Native Hawaiian organization.

Review and approval within the National NAGPRA Program.

## Submission Guidelines

Applicants may submit more than one project proposal at the same time or at different times during the fiscal year. *A separate and complete proposal package must be submitted for each project.* If you submit multiple proposals, please rank them in order of priority.

A maximum of \$15,000 is available per repatriation. Several applications from controlling tribes can be submitted for one repatriation however, applicants should determine how the \$15,000 will be distributed prior to submittal and budget accordingly.

Applicants are encouraged to accomplish the repatriation of items listed in separate notices, but from the same museum or in the same geographical area, in a single repatriation grant request.

## IV. PREPARING THE PROPOSAL PACKAGE

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**Electronic copies of the proposal can be downloaded from the following website address:**  
**<http://www.nps.gov/nagpra/grants/index.htm>**

Read the instructions below before completing each question. Applications should be typed in 12-point font. Applicants should submit one original set of documents. Additional copies are required. Please refer to the **Proposal Cover Page** for either Consultation/Documentation grants or for Repatriation grants for the correct number of copies. All copies must be binder clipped or stapled together (do not use plastic covers, folders, etc.). Applicants should review the proposal package carefully before submission. Include required items and the proper number of copies of each document. *The proposal is subject to rejection without review if any required item is missing.*

All attachments should be printed on 8 1/2 x 11 inch paper and attached to the application. Legal size paper for attachments is not acceptable. Photocopies are acceptable.

Grant proposals must include the following items to be considered

- Signed Proposal Cover Sheet
- SF-424 Application for Federal Assistance
- *Repatriation Grants only* - Copy of *Federal Register* notice(s)
- *Repatriation Grants only* - Transfer of Control document
- Complete Proposal
- Indirect Cost Rate Agreement (if applicable)
- Auditor's Report Letter
- Additional Support Material (optional for *Consultation/Documentation grants only*)

### **SF-424: Application for Federal Assistance**

All items should be completed (except for items 3 and 4) and signed by the authorizing official.

## V. FY2011 Grant Proposal Form

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### Section 1: Project Information

Provide this information for efficient consideration of your proposal and for administering the grant if an award is made.

- A. Name of applicant
- B. Type of FY2011 Grant Application
- C. Type of Applicant (Consultation/Documentation or Repatriation)
- D. Amount requested from the NAGPRA Grants program
- E. Has your institution received a Consultation/Documentation or Repatriation grant from the National NAGPRA program in the past?
- F. For Repatriation grants, provide the date of publication of the *Federal Register* notice(s) and the date of the planned repatriation. An estimated date is acceptable.
- G. Provide a brief summary of no more than 250 words describing your project. Specify the number of notices and/or repatriations you expect to produce and list major project partners.
- H. Museum applicants only. Provide a number representing the best estimate of the number of items in the indicated NAGPRA categories.
- I. Provide general contact information for the tribe or museum.
- J. Enter the name, title, e-mail address, phone and fax numbers of the person who is authorizing the project (this person also signs the SF-424).
- K. Enter the name, title, e-mail address, phone and fax numbers of the person who will carry out the project or will be responsible for directing it.
- L. Enter the name, title, e-mail address, phone and fax numbers of the person who will be responsible for the fiscal management of the grant.
- M. Enter the name, title, e-mail address, phone and fax numbers of the person serving as the main point of contact with the National NAGPRA Program office regarding the grant. Please note that all correspondence regarding the grant will be directed to this person.

### Section 2: Project Description

Submit narrative responses to Questions A -D. Section 2 should not exceed 5 single-sided pages and should be typed in 12-point font.

For Part A, applicants should clearly define the goals and activities of their project and explain how it relates to goals of the National NAGPRA grants program. Activities should be clear, measurable and consistent with the project objectives. Project deliverables should be aligned with the grant objectives. Please note that grantees will be required to submit copies of their project deliverables, as described in the Grant Agreement, upon completion of grant.

## Definitions

For the purposes of the NAGPRA Grants Program the following definitions are used

A **Goal** is considered a high level statement that provides overall context for what the project is trying to achieve, and should align to the tribe/museum's strategic plan for NAGPRA. Goals are conceptual and abstract and provide a view of the anticipated outcome of the project.

**Objectives** are concrete statements describing what the project is trying to achieve. They should describe what will be improved and when and how it will be measured. An objective is achievable within a particular timeframe and realistic.

**Activities** support project objectives. They are more specific than objectives and usually describe a process.

For Part B, applicants should provide a list of all project partners and describe their involvement in grant activities. If the project involves working with a coalition, describe the goals of the coalition and list all members. Include letters of commitment from coalition members and project partners. Describe how the tribe/museum will support the project, the capacity of the tribe/museum to implement the project and the impact the project will have on the tribe/museum's strategic plan for NAGPRA. Lastly, outline the tribe/museum's plans for monitoring and evaluating the project specifically as they relate to overseeing the accomplishment of all project activities and ensuring that all administrative requirements are met in a timely manner.

For Part C, applicants should list all project personnel, including consultants, and describe their qualifications and role in the grant project. If project personnel, including consultants, have not been hired, describe the process to competitively select an appropriate person.

For Part D, applicants should provide a schedule for completing each project activity discussed in the Project Description. Grant funds will not be available until Summer 2011. Consultation/Documentation projects shall be completed within 24 months of award. Repatriation grant projects shall be completed within 12 months. Schedule enough time to plan, conduct, and close out the proposed project accordingly.

## Section 3: Budget

Before developing the project budget, applicants should thoroughly review the grant guidelines to understand the different types of awards, limitations on the length of the grant period, and restrictions on the types of costs that may appear in the project budget. Please also consult all OMB Circulars (A-21, A-87, and A-122) that may apply, see <http://www.whitehouse.gov/omb/circulars/index.html>. The budget should include project costs that will be charged to grant funds (Grant Funds) as well as those that will be supported by applicant or third-party cash and in-kind contributions (Match/Cost Share). **A match/cost share is not required.**

- A. *Salaries and Wages:* Applicants should provide the names and/or titles of all project personnel identified in the Project Description. For support staff, provide only a title and number of persons doing that type of work. The "% FTE" is the percentage of a Full Time Equivalent that each person will be working (for example: 50% FTE = half time).

Example:

Name/Title	Full Time Monthly Salary	% FTE	No. of Months	Grant Funds	Match/ Cost Share	Total
Jane Able, Project Director	\$3,000	100%	9	0	\$27,000	\$27,000
John Baker, NAGPRA Assistant	\$2,000	50%	6	\$6,000	0	\$6,000

- B. *Fringe Benefits*: Fringe benefits may include contributions to Social Security, employee insurance, pension plans, etc. Only benefits that are not included in an organization's indirect costs may be shown as direct costs.

Example:

Rate		Salary Base	Grant Funds	Match/ Cost Share	Total
11%	multiplied by	\$27,000	0	\$ 2,970	\$ 2,970
8%	multiplied by	\$11,874	\$ 500	\$ 450	\$ 950

- C. *Consultant Fees*: This category includes professional and technical consultant fees. **DO NOT include stipends for Elders here** (see section F). Applicants should include 1) the name and type of consultant (if the consultant has not yet been chosen, the type of consultant is sufficient); 2) rate of compensation (daily or hourly rate); 3) number of days on the project; and 4) total consultation fee or honorarium (not including travel costs). Where applicable, include a justification for costs indicating regional costs or ranges for services.

Competitive selection of all consultants and contracting is required as stipulated in OMB Circular A-76. Daily rates may not exceed 120% of a federal position, grade GS-15, step 10. Please see the Office of Management and Budget website for current Government Pay Scale Schedules at <http://www.opm.gov/oca/10tables/index.asp>.

Example:

Name/Type of consultant	Number of days on project	Daily Rate of compensation	Grant Funds	Match/ Cost Share	Total
Sally Smith, physical anthropologist	6	\$200/day	\$1,200	0	\$1,200
Archeologist	5	\$150/day	0	\$ 750	\$ 750

- D. *Travel*: Applicants should specify 1) how many people will be taking each trip; 2) how many days each person will be traveling; 3) the per diem rate (meals and lodging) per person per day; 4) the total per diem (meals and lodging) for each trip; 5) transportation costs per person, such as airfare or mileage; and 6) the total transportation cost for the trip. All travel must be justified in the project narrative. Per Diem costs may not exceed the federally approved rates. Current per diem rates are available at <http://www.gsa.gov/portal/category/100120>. The federal allowable mileage rate for 2010 was 50 cents per mile. For air travel, applicants should include the cost of coach-class tickets only. First-class fares will not be supported.

Example:

	No. of persons	No. of Travel Days	Per diem (lodging and meals) per person per day	Total per diem (lodging and meals) for this trip	Transportation costs (airfare and mileage) per person	Total transportation costs (airfare and mileage) for this trip	Grant Funds	Match/ Cost Share	Total
From/To	A	B	C	D = A x B x C	E	F = A x E			G = D + F
Reno, NV to Washington, DC	2	2	\$288	\$1,152	\$1,500	\$3,000	\$3,300	\$ 852	\$4,152

- E. *Supplies and Materials*: This category includes consumable supplies, raw materials, and expendable equipment (items that cost less than \$5,000 or have an estimated useful life of less than 2 years). "General office supplies" is not an acceptable line item. **For Repatriation grants only** - food costs that are directly connected to the repatriation ceremony are allowable. However, the grantee must state in the grant application that the food items are necessary for the completion of the repatriation and related ceremonial requirements.

Example:

Item	No.	Method of Computation	Grant Funds	Match/ Cost Share	Total
Computer	1	\$2,350 each	\$2,350	0	\$2,350
Digital Camera	1	\$250 each	0	\$250	\$250
Binders	10	\$3.00/each	\$30	0	\$30

- F. *Other Costs*: This category includes such items as stipends for tribal Elders, services and equipment purchases over \$5,000 per item, and other items not previously listed. An applicant shall demonstrate that purchasing permanent equipment is less expensive than renting in order to charge the project for such purchases. If funded, applicants are required to maintain records that demonstrate that a competitive bidding process was used to purchase such services or equipment (at least three different bids). Whenever possible, a large budget item should be broken out into per unit costs. "Miscellaneous," "overhead," and "contingency" are not acceptable line items.
- G. *Indirect Costs*: This category includes costs that are incurred for common or joint objectives and cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items include salaries of executive officers, cost of operating and maintaining facilities, local telephone service, office supplies, and accounting services. If indirect costs are charged to the grant, include a copy of the Federal agency approval of the current indirect cost rate with Section 7. Note that rates above 25% shall be listed as "Match/Cost Share" costs.

#### Section 4: Budget Summary and Justification

All items listed, whether supported by grant funds or cost-sharing contributions, shall be reasonable, necessary to accomplish project objectives, allowable according to applicable Federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contract services shall conform to the applicant organization's written policies and established practices. In the section below the Budget Summary, provide a narrative justification of all cost items, including matching funds. Attach a separate page, if needed.

#### Section 5: Status of Current or Recent NAGPRA Grant(s)

If the applicant has a NAGPRA-funded project and has not yet fulfilled the obligations of that grant, and the grant period has not expired, describe the activities and accomplishments thus far. If a NAGPRA grant was completed in the last five years, describe the proposed and actual outcomes of the grant (*Federal Register* notices, claim letters, completed repatriations, etc.). If the applicant failed to complete a prior NAGPRA grant or to submit required documentation to ensure compliance, explain the reasons for the failure to comply with the grant agreement. Answers should be one or two paragraphs. Attach an additional sheet if necessary.

## Section 6: Supporting Documents

Applicants must submit the following documents in support of their project proposal. Attach supporting documents to the proposal in the order indicated on the FY2011 Consultation/Documentation Proposal Cover Sheet or the FY2011 Repatriation Grant Cover Sheet.

1. *Indian Tribes and Native Hawaiian organizations only* - Tribal Resolution in support of grant application and authorizing grant administration, if project is funded.
2. *Repatriation Grants only* - Copy of relevant Federal Register notice(s). The National NAGPRA Program requires all human remains and cultural items identified for repatriation to be listed in the *Federal Register* for 30 days prior to award of grant.
3. *Repatriation Grants only* - Transfer of Control Letter from museum to tribe(s)/Native Hawaiian organizations. The National NAGPRA Program requires museums to provide written documentation stating that transfer of control of the human remains or cultural items is going to the designated tribe(s) or Native Hawaiian organizations. The transfer of control document must include the names of all recipient tribe(s)/Native Hawaiian organization(s). Sample copies of transfer of control letters can be found on the NAGPRA website (<http://www.nps.gov/nagpra/GRANTS/INDEX.HTM>).
4. Letters of Commitment, stating specific responsibilities, from participating Indian tribes or Native Hawaiian organizations, if relevant.
5. Letters of Commitment from participating museums, stating specific responsibilities, if relevant.

### Letters of commitment are required if:

- The applicant requests financial support for travel to a specific Indian tribe, Native Hawaiian organization or museum.
- The application is to support activities associated with a collaboration or partnership; each member must include a letter of support.
- *Repatriation Grants only* –
  - Applications from museums must include a letter of commitment from the Indian tribe(s)/Native Hawaiian organization(s) conducting the repatriation.
  - All tribes/Native Hawaiian organizations listed in the transfer of control document must provide evidence indicating their support for the tribe/Native Hawaiian organization designated to receive the grant and retrieve the human remains or cultural items.

### Letters of commitment are not required, but are highly recommended in the following instances:

- The applicant expects to interact with a particular tribe, Native Hawaiian organization or museum but has not allocated specific travel funds for that purpose.
  - A particular tribe, Native Hawaiian organization or museum will be significantly impacted by the results of the grant.
4. Resumes (no more than 2 pages) for all project personnel, or detailed position descriptions and search criteria if personnel have not yet been chosen. If awarded a grant, the applicant must be able to prove that a competitive selection process for consultants is documented. Grantees will be required to submit a Competitive Negotiations and Small Purchases Contracting Document.
  5. Letters of Commitment from selected project consultants. Letters should state the consultant's specific responsibilities in the grant and their commitment to participating in the grant if funded.
  6. *For Consultation/Documentation Grants Only*. Applicants have the option to include up to 5 pages of supporting material. Material could include newspaper articles, letters, pictures, maps, etc. Material should directly support information in the application. Material longer than 5 pages will be removed.

### **Section 7: Current Indirect Cost Rate Agreement**

The Federal agency with the predominant interest in the work of the grantee department will be responsible for necessary negotiation, approval and audit of the indirect cost proposal. For Indian Tribes this will typically be the Department of the Interior. If indirect costs are to be applied, a cost allocation plan must be submitted annually to the Department of the Interior's Office of Inspector General (Attention: Regional Audit Manager) for negotiation and approval. In cases where the grantee's approved indirect cost rate is a provisional rate, subject to later finalization after the actual costs for the applicable fiscal period are known, the amount budgeted for indirect costs must not exceed the amount derived under a provisional rate contained in the agreement for the current budget period. Guidance and advice concerning indirect cost proposals may be obtained from the Office of Inspector General.

### **Section 8: Most Recent Auditor's Report letter**

Include a copy of the letter that accompanied the most recent Independent Auditor's Report. **DO NOT ATTACH a full audit.**

## **VI. SUBMITTING YOUR PROPOSAL**

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The National NAGPRA Program will not accept proposals sent via facsimile or e-mail.

### **Address proposal packages sent by mail or courier service (FedEx, UPS, DHL, etc.) to:**

National Park Service  
National NAGPRA Program  
1201 Eye Street, NW (2253)  
8<sup>th</sup> Floor  
Washington, DC 20005  
ATTENTION: NAGPRA Grants

Hand-delivered proposals will be accepted between 9:00 a.m. and 5:00 p.m. EST but they must be delivered directly to NAGPRA staff.

### **Submitting Draft Proposal for Pre-review**

Draft proposals may be sent via mail, fax at 202-371-5197 or email to [Nagpra\\_Grants@nps.gov](mailto:Nagpra_Grants@nps.gov).

All questions regarding the grant application should be addressed to:

**Sangita Chari, Grants Coordinator**  
**National NAGPRA Program**  
**(202) 354-2203 (phone)**  
**(202) 371-5197 (fax)**  
**[Nagpra\\_grants@nps.gov](mailto:Nagpra_grants@nps.gov)**

Applications can be found on the web at <http://www.nps.gov/nagpra/GRANTS>